



**Australian Government**

# **PSPPCM005 Develop and distribute requests for offers**

**Release: 1**

## PSPPCM005 Develop and distribute requests for offers

### Modification History

| Release | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPPROC412A Develop and distribute requests for offers.</p> <ul style="list-style-type: none"><li>• Unit code updated</li><li>• Content and formatting updated to comply with new standards</li><li>• All PC transitioned from passive to active voice</li></ul> |

### Application

This unit describes the skills required to develop and disseminate a request for offers to fulfil procurement requirements. It includes specifying the requirement, developing the formal request for offer documents and developing the offer evaluation plan.

This unit applies to those working as public sector staff required to develop and distribute requests for offers.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, while performing complex tasks in familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

### Competency Field

Procurement

### Elements and Performance Criteria

| ELEMENTS                        | PERFORMANCE CRITERIA                                                                                                                |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Elements describe the essential | Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, |

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| outcomes                                            | further information is detailed in the range of conditions section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>1. Specify procurement requirement</b>           | <p>1.1 Undertake scoping of requirement to identify outcomes, objectives and practical requirements.</p> <p>1.2 Prepare statement of requirement.</p> <p>1.3 Consider needs of clients, end users and other stakeholders and incorporate into statement of requirement.</p> <p>1.4 Ensure procurement outcome is fair to, and achievable by, potential providers.</p> <p>1.5 Specify planned provider contract arrangements, standards of performance and codes of practice, incentives, disincentives and performance measures.</p>                                                                                                                                             |
| <b>2. Develop request for offers</b>                | <p>2.1 Develop and clarify request for offers and contractual conditions suitable for procurement activity with clients, providers and/or experts as necessary.</p> <p>2.2 Develop and clarify contractual conditions suitable for procurement activity with clients, providers and/or experts as necessary.</p> <p>2.3 Obtain input on content of request for offer documents and proposed contractual conditions from market according to probity requirement of impartiality when possible and appropriate.</p> <p>2.4 Obtain approvals to approach marketplace.</p> <p>2.5 Maintain records relating to documenting request, and seeking, processing and closing offers.</p> |
| <b>3. Manage offer evaluation plan</b>              | <p>3.1 Develop and document offer evaluation plan, including criteria for evaluation and approve prior to releasing formal request documentation to the market.</p> <p>3.2 Arrange specialist expertise to evaluate offers and membership of evaluation panel if required.</p> <p>3.3 Ensure offer evaluation plan complies with probity requirements, in particular impartiality and management of conflict of interest.</p>                                                                                                                                                                                                                                                    |
| <b>4. Manage distribution and receipt of offers</b> | <p>4.1 Disseminate request for offers.</p> <p>4.2 Clarify information in the request for offer as required.</p> <p>4.3 Disseminate requests for offers and closing offers in line with probity issues.</p> <p>4.4 Deal with late offers and non-conforming bids.</p>                                                                                                                                                                                                                                                                                                                                                                                                             |

## Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

## Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC412A Develop and distribute requests for offers.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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# Assessment Requirements for PSPPCM005 Develop and distribute requests for offers

## Modification History

Not applicable.

## Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- consulting with stakeholders, specialists and providers
- reading complex documents
- applying probity requirements in specifying and developing requests for offers, providing briefings and information, and receiving offers
- managing the release of documents to stakeholders
- learning skills to keep up-to-date with relevant procurement legislation, policies and procedures

## Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- Commonwealth, state or territory, and local government legislation, policies, practices and guidelines: relating to requests for offers, including environmental purchasing and corporate social responsibility guidance
- organisational procurement policies, practices and approval processes
- probity principles and issues
- codes of conduct, codes of practice and standards of individual behaviour relating to developing and receiving requests for offers
- issues to be considered when developing requests for offers, including things like buying locally, and open or restricted opportunities to tender
- aspects of law of contract, laws of tort, trade practices law, commercial law and other legislation relating to requests for offers

## Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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